



# Thrift Savings Plan BULLETIN

for Agency TSP Representatives

**Subject:** Thrift Savings Plan Products Regarding Participant Addresses

**Date:** January 28, 1998

The Federal Retirement Thrift Investment Board has revised the Fact Sheet, Your TSP Account Address, as a result of the recently implemented in-service withdrawal program. A copy of this Fact Sheet (as well as the insert card explaining how mailing addresses in the Thrift Savings Plan (TSP) System are updated) is attached to this bulletin.

**Fact Sheet.** The Fact Sheet illustrates why the TSP maintains mailing addresses and why it is important that the addresses be correct. (For example, the TSP will mail a participant's loan check to his or her address in the TSP System. If the address is incorrect, the check may be lost.) It also explains how to update the mailing addresses in the TSP System. Address changes for employed participants must be initiated by their agencies. Address changes for separated participants must be initiated in writing by the participants.

(Agency representatives who have questions regarding the submission of addresses for active participants should refer to TSP Bulletin 93-20, Updating Participants' Addresses in the TSP System, dated October 1, 1993. For more information regarding Form TSP-9, Change of Address for Separated Participants, agency representatives should refer to TSP Bulletin 94-18, Revision of Form TSP-9, dated July 19, 1994.)

Agencies must reproduce this Fact Sheet locally; it cannot be ordered from the TSP. The Fact Sheet is also available on the TSP Web site ([www.tsp.gov](http://www.tsp.gov)).

**Insert card.** This card succinctly explains how participants' mailing addresses in the TSP System must be updated. It has been designed for easy insertion into an envelope, and agencies may want to include this card with other information they send to participants.

*(continued on next page)*

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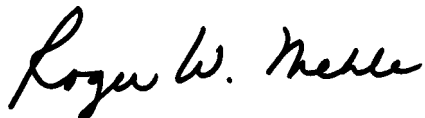
**Inquiries:** Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

**Chapter:** This bulletin may be filed in Chapter 12, Resources.

**Supersedes:** This bulletin supersedes TSP Bulletin 96-23, Thrift Savings Plan Products Regarding Participants' Addresses, dated August 9, 1996.

For example, this card may be included with those TSP Participant Statements that agencies must provide to their participants. (The TSP record keeper will send Participant Statements to agencies for action if the statements were returned undelivered and if the participants have not been reported as separated. See TSP Bulletin 95-33, TSP Participant Statements, dated November 1, 1995, for more information about this responsibility.)

Agencies may order these insert cards from the TSP by following the procedures contained in TSP Bulletin 95-1, Procedures for Obtaining TSP Products and Forms, dated January 3, 1995.

A handwritten signature in black ink, reading "Roger W. Mehle". The signature is written in a cursive style with a large initial 'R' and a stylized 'M'.

ROGER W. MEHLE  
Executive Director

Attachments: Fact Sheet, "Your TSP Account Address"  
Insert Card, "Missing anything in the move?"